

Chemical Engineering Tutorial



Uploading Files

1. Enter Portfolio through the link on the Student section of the UMD webpage or at: <https://portfolio.umn.edu/portfolio/index.jsp>
2. Login as a **General User**.
3. Click on “**Enter/Update Data**” under the **Enter** heading on the left-hand side tool bar.
4. Select “**Click to show Input Wizards**” on the right-hand side in the red highlighted region.
5. Select “**Chemical Engineering Program**” from the drop-down menu labeled “**Department Specific Wizards**”.
6. A link will appear below the drop down menu, click on “**+ Chemical Engineering Program**”.
7. The Chemical Engineering Department template will appear. This allows you to enter your general information, resume, and course-specific work. To upload your work, click on the “**Edit**” link to the right of each course.
8. Before you can upload any files, you must **save the material’s title** and, optionally, a brief description. (This is a quirk in the portfolio software and may change in the future.)
9. After saving the title and description, you will be directed back to the ChE template. Click on “**Edit**” again to attach a file. You can upload a file, create a link to a website, or attach a file that has already been uploaded to your “**Education Documentation**” file. (All uploaded files can be accessed in this central location. If files apply to more than one category, it is not necessary to upload the file twice. For example: A senior design project can be filed as your design project and as an example of interdisciplinary work.)
10. Upload all of your current work before creating presentations to share.

Creating Presentations to Share

1. Click on “**Create a Presentation**” in the left-hand toolbar. (Note: The toolbar is anchored at the top of the page, you may need to scroll up to see it.)
2. Enter a **Title** and **Description** for your presentation.
3. Select “**Click to show Department Templates**” at the bottom of the page.
4. A list of templates will appear. Select one of the ChE templates.
5. A list of all available content will appear. Each template will have its recommended content highlighted. Click the radio buttons of the content you want to include. (Note: You do not need to include all of the recommended information.) When you have selected all of the material you wish to include, click on “**Next**” at the bottom of the page.
6. Enter the user ID of anyone associated with the University of Minnesota with whom you would like to share this particular presentation. (You may omit “@d.umn.edu” and only include their ID.) After entering the ID, you need to click on “**Add**” next to the text box, then “**Next**”. Use the full email address to share your presentation with individuals outside the university of Minnesota.
7. Use the check boxes next to each name to select the users you would like to notify about your presentation.
8. If you do not want to share your presentation at this time, you can select “**Save and Finish**” at any time to save the presentation for later.

Sharing and Editing Existing Presentations

1. To share an existing presentation, click on “**View/Edit My Presentations**” in the left-hand toolbar.
2. Click on the **Title** of a presentation you would like to share. (Click on the envelope icon on the right-hand side of the presentation list to notify those you have already authorized to see the presentation. You cannot add any new viewers here.)
3. At this point, you can select any of the options for editing or sharing your portfolio:

